



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **GENERAL AUDITOR III**

**\$4,619 - \$5,897**

**ENFORCEMENT BRANCH, FRAUD DIVISION  
SAN DIEGO REGIONAL OFFICE**

### **RESPONSIBILITIES:**

Under the functional supervision of the Staff Management Auditor, Fraud Grant Audit Unit, and under the direct supervision of the Regional Office Supervising Fraud Investigator I (Detective Sergeant) or designee, the General Auditor III is responsible for auditing financial, business, employment and insurance records, and preparing detailed, complex reports and charts to support criminal investigations of insurance fraud. The incumbent may also testify in court to their audit findings. Other related duties include assisting with the writing of search warrants, participating in search warrants, handling criminal evidence, and conducting interviews. Audit responsibilities also include the development and improvement of audit methods. Occasional travel including potential overnight and out-of-state assignments is required. ***Fingerprinting and background check are required.***

### **DESIRABLE QUALIFICATIONS:**

- Experience in forensic accounting or conducting audits or reviews
- Technical proficiency with computer application
- Excellent writing and verbal communication skills
- Ability to work cooperatively with other staff in a team environment
- Ability to effectively communicate and work with criminal investigators and other law enforcement personnel
- Ability to collect, evaluate and analyze financial and employment data from various sources, and draw definitive conclusions
- Ability to provide a written or verbal summary of audit findings, trends, and potential fraudulent activity
- Ability to create professional work products utilizing computer applications such as Microsoft Word, Excel and Access
- Ability and willingness to travel for duties related to criminal investigations and training
- Prior experience working with law enforcement, investigations or the insurance industry is helpful

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the General Auditor III level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

02/07/13SS

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### **DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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**APPLICATION PROCEDURE:**

Send a completed standard State of California application to Sophia Santiago, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "GENERAL AUDITOR III #413-486-4285-XXX" on the State application.** For additional information, please contact (916) 492-3310 or [sophia.santiago@insurance.ca.gov](mailto:sophia.santiago@insurance.ca.gov).

**FINAL FILING DATE:** Tuesday, February 19, 2013 by 5:00pm, Close of Business

**NOTE:** Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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